

NOTICE

There is a job opening at the **BAY COUNTY HEALTH DEPARTMENT**.

JOB TITLE: **PART-TIME LABORATORY TECHNICIAN I (T046)**

SALARY RANGE: **\$12.53 per hour entry, progressing to
\$14.86 per hour after six years (TS06)**

Part-time, variable hours, not to exceed 29 hours per week.
United Steelworkers, 15157, Part Time Unit

GENERAL SUMMARY: Carries out routine laboratory tasks (including phlebotomy) in accordance with specific instructions. In addition, performs bookkeeping, receptionist tasks, and maintain records in support of laboratory activities. Works under the direction of the team leader (Laboratory Coordinator). Under the direct supervision of the Public Health Services Manager.

TYPICAL DUTIES:

1. Identifies samples using numeric system.
2. Using standardized procedures, performs laboratory tests such as establishing composition of cultures and smears, analyzing water for content and chemical composition, urinalysis, hematology, biochemistry and serology.
3. Uses laboratory equipment including centrifuge, autoclave, rotator, water bath, microscope, incubator, Lead Care II, and Cholestech.
4. Prepares written reports of findings, reactions and visual observations.
5. Sets up tests, prepares media and reads reactions at prescribed time period.
6. Receives requests and provides results to interested health department officials, such as results of communicable disease tests and positive surface water tests.
7. Dispenses biologics in accordance with established procedures.
8. As assigned, performs routine clerical assignments, such as collecting and recording service fees and preparing standard reports. Maintains quality assurance and quality controls manuals.
9. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required. Attends mandatory emergency preparedness and response training, as assigned
10. All other duties, as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

QUALIFICATIONS: Registered Medical Technician/Medical Technologist or three years of appropriate medical laboratory experience. Applicants may be required to take written and/or other examinations.

PHYSICAL: This position involved sitting, being mobile, bending, and standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally up to 20 pounds of force from zero to one third of the time. Must have a valued unrestricted Michigan operator's license and must pass criminal background check. Must be able to perform essential functions of the job with or without reasonable accommodations.

Make application online at www.baycounty-mi.gov or in person at 515 Center Avenue, Bay City, MI 48708-5121. **Application deadline: 4:00 p.m. Thursday, June 30, 2011.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, LANGUAGE, SEX, RELIGION AND DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES."